

TOWN OF AMHERST

**REQUEST FOR PROPOSALS
FOR
ENGINEERING SERVICES**

Issue Date: February 14, 2012

Response Due: February 29, 2012 - 5:00 PM

REQUEST FOR ENGINEERING PROPOSALS

The Town of Amherst is seeking proposals for Professional Engineering services from firms with experience in planning and designing public drinking water system projects and providing construction administration and inspection services.

A full copy of the request for proposals package is available on the Town's web site at www.amherstva.gov. Proposals are due in the Town Hall by February 29, 2012 at 5:00 PM.

Disadvantaged Business Enterprises (Small/MBE/WBE firms) are encouraged to submit proposals.

186 S. Main Street
Post Office Box 280
Amherst, Virginia 24521
434/946-7885
F:434/946-2087

1.0 DESCRIPTION OF TOWN

- 1.1 The Town of Amherst was chartered as a municipal corporation by the Commonwealth of Virginia in 1910. It is governed by a five member Council and a Mayor who are elected every two years. Per the 2010 census, the Town's population is 2,231. The Town is located 18 miles north of Lynchburg, Virginia in the east-central part of Amherst County and is the County seat. It is located at the intersection of U.S. Routes 29 and 60.
- 1.2 The Town provides police, water, sewer, refuse collection, planning/zoning, and economic development as its primary services. Other service programs include street lights; cable television, electrical and telephone franchise monitoring; fire and rescue funding; downtown beautification and promotion; Christmas decorations; and library/museum funding. The Town does not own, operate or maintain schools, cemeteries, courts, jails, landfills, streets or airports.
- 1.3 The Town of Amherst has access to reservoir storage, a raw water intake on Buffalo River, one 1.0 MGD water plant, two 1.0 MG water tanks and a water distribution system which serves about 1,100 residences and 152 other non-residential users and one 0.6 MGD wastewater treatment plant that serves about 670 residences, Sweet Briar College and about 133 other users.
- 1.4 Although it has not developed to date, the Town expects to see significant growth pressure in the coming years due to the recent completion of the Madison Heights Bypass project.
- 1.5 The Town's major capital improvement effort in the coming years includes ongoing improvements to its water and wastewater systems that will be focused on the replacement of many miles of water and sewer pipes.

2.0 CONTACT PERSON

- 2.1 All questions regarding the request for proposals and the evaluation process are to be directed in writing or via e-mail no later than 5:00 PM three days prior to the proposal deadline to:
Jack Hobbs, Town Manager
Town of Amherst
Post Office Box 280
Amherst, Virginia 24521
434/946-7885; FAX 434/946-2087; jack.hobbs@amherstva.gov
- 2.2 No formal pre-proposal meeting has been scheduled for this process.

3.0 GENERAL TERMS AND CONDITIONS

- 3.1 It is the responsibility of the proposer to inquire about and clarify any requirements of this request for proposals that is not understood prior to the submission deadline.
- 3.2 Any request for an interpretation or clarification of this document must be requested in writing

or via e-mail.

- 3.3 Any interpretation made to a prospective proposer will be expressed in the form of an addendum to this request for proposals will be available to prospective proposers twenty-four hours prior to the submission deadline. Oral answers will not be authoritative. Proposers are responsible for obtaining all addenda.
- 3.4 No protests regarding the validity or appropriateness of the request for proposals will be considered unless the protest is filed in writing with the Town Manager prior to the submission deadline for proposals.
- 3.5 The Town of Amherst reserves the right to reject any and/or all proposals received and/or to negotiate separately in any manner that best serves the interests of the Town of Amherst.
- 3.6 Proposals for engineering services will be received with the understanding that all necessary services will be furnished by the selected firm(s). Proposals are to be considered valid for 60 days after submission or as extended by mutual consent of the Town and proposer.
- 3.7 Disadvantaged Business Enterprises (small or minority or and women-owned firms) are encouraged to submit proposals. MBE/WBE firms are encouraged to submit proposals.

4.0 CONTRACTUAL BINDING

- 4.1 Each proposal will be received with the understanding that the acceptance in writing by the Town of Amherst of the proposer to furnish any or all of the services described therein shall constitute a contract between the proposer and the Town of Amherst. As such, the contract shall bind the proposer to furnish and/or deliver the services quoted on at the prices stated or negotiated and in accordance with all conditions with said accepted proposals, and the Town on its part to order from such successful proposer except for causes beyond reasonable control and pay for at the agreed prices, services specified, and delivered.

5.0 SELECTION PROCESS

5.1 Review Phase

The Town Manager is coordinating the solicitation, review and evaluation of proposals from firms responding to this request for proposals. All proposals received will be reviewed based upon the Town's screening criteria outlined herein. Information in the proposal should address each screening criterion.

Following is the general selection criteria that will be used for judging proposals:

- A. The proposing engineer's Project Manager's past experience in providing general engineering services for local governments and small businesses in Virginia and his knowledge and general familiarity with municipal services and the types of problems applicable to small municipal governments.
- B. The proposing Engineer's firm's past experience in providing municipal engineering services for local governments and small businesses in the greater Amherst area as

well as proximity of the firm to the Town.

- C. Compatibility of the proposing Engineer with the Town of Amherst operations, staff, management and general policy - i.e. being a good "fit" or possessed ability and willingness to work with the Town.
- D. Management approach and philosophy as depicted in the proposal and any interviews as well as qualifications of the firm and individuals to be assigned to the Town contract.
- E. Thoroughness of the proposal and general quality of the services offered as well as the ability of proposer to adjust to meet the needs of the Town.

The Town will follow the Virginia Public Procurement Act. The Town will review all proposals, and obtain reference checks, as appropriate, in evaluating candidates' qualifications to perform the required services. The Town will select a firm whose qualifications and proposed services are deemed most meritorious.

The specific criteria for review and selection of an engineering firm or firms will include:

1. Relevant experience, technical ability and willingness of the firm(s) to provide services detailed in the initial scope of work contained herein,
2. Capacity of firm to perform the work within time limitations and adjusting to changing conditions – such as firmly committing to accelerated delivery of work products to enable the Town to take advantage of funding opportunities,
3. Qualifications and experience of specific individuals assigned to the project,
4. Experience working for political subdivisions (towns, cities, counties, and service authorities) in Virginia,
5. Experience with the Virginia Department of Health funding programs, and
6. References.

5.2 Selection Phase

Proposers deemed to be fully qualified will be ranked according to those best suited on the basis of the factors involved in this Request for Proposals. Presentations and interviews may be scheduled as needed.

5.3 Negotiation Phase

Negotiations shall then be conducted with one or more ranked proposers, which, in the Town's opinion, has made the best proposal, and shall award a contract or terminate the process. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

5.4 Schedule

The Town anticipates issuing a contract for an initial project as soon as is practical; all other work is contingent upon funding availability.

6.0 PROPOSAL SUBMISSION

- 6.1 Five (5) copies of a firm's proposal must be submitted to the Town Manager's office as listed above in a sealed envelope or package by the time and date listed on the cover sheet and should be clearly marked:

PROPOSAL FOR ENGINEERING SERVICES: DO NOT OPEN

- A. The Town of Amherst will not be responsible for any cost incurred by the proposer or proposers who choose to submit proposals prior to issuance of a contract.
- B. Proposals will not be received after the due date and time. The date of postmark will not be considered.
- C. Proposals may be withdrawn by written request from the proposer to the Town Manager prior to the closing date.
- D. All proposals must be signed by an individual authorized to bind the proposer company.
- E. In addition to the usual and customary cover letter and pre-packaged proposal information and in the interest of clarity and an expedited review process, the Town requests that all proposers complete the proposal summary and representative projects sheets (attached) and as part of the firm's proposal.

7.0 PROPOSAL CONTENT

- 7.1 Proposers should address, but need not be limited to, the following with a written proposal and should not assume that an opportunity will exist to add such matters after the proposal is submitted.
- A. Proposer name, address, and telephone number. All proposals shall be signed in ink by authorized principals of the firm. The proposer should indicate a willingness to provide authorization to do business in Virginia with a copy of valid and appropriate professional license documents and business license and appropriate certifications that the proposer will comply with all applicable laws and standards as follows prior to the execution of a contract such as the follows:

Equal Opportunity Employment Statement: The Town is an Affirmative Action/Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, national origin, age, or handicap. The Engineer must certify that he does not or will not maintain or provide for his employees any facilities that are segregated on the basis of race, color, creed, or national origin; he will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Engineer.

Compliance with Federal Laws and Rules: The Engineer shall comply with the Presidents's Executive Order # 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders # 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964.

Anti-Collusion Statement: Engineer certifies that his proposal or this Agreement is not a result of or affected by any act of collusion with another person engaged in the same line of business or any act of fraud punishable under the Virginia Governmental Frauds Act.

Contingency Fee Warrant: Engineer warrants that he has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of this Agreement.

Illegal Aliens: Engineer certifies that he does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

Sole Agreement: There is no other agreement between the Town and Engineer, and no other agreements shall be enforceable unless entered into in writing between the Town and Engineer.

Conflict of Interest: The selected Engineer must agree to avoid conflicts of interest and the appearance of conflict of interest during the term of the engagement. For instance, the Engineer shall be expected to agree to not work for any developer within a 5-mile radius of the Town's utility systems or Amherst County/Amherst County Public Schools/Amherst County Service Authority without the specific written project-by-project approval of the Town which shall not be unreasonably withheld.

- B. List at least three (3) references and contacts, include telephone number, for which the proposing Engineer has provided services similar to those requested in this request for proposal. Proposer should provide information concerning his knowledge and/or similar experience. In addition to the usual and customary cover letter and pre-packaged proposal information and in the interest of clarity and an expedited review process, the Town requests that all proposers complete the proposal summary and representative projects sheets and as part of the firm's proposal.
- C. Identify the primary officers of the proposing firm, their job titles and provide a brief description of the background of both the firm and its officers. Explain the size and organizational structure of the firm. Identify TOA's sole contact with the company.
- D. Provide a description of how fees will be determined. Not to exceed figures will be requested for all projects. It is understood that other pricing schedules (i.e. hourly or monthly) may need to apply to day-to-day issues and special requirements of the Town Engineer work such as on-call inspection. **For the initial project, a nonbinding**

estimate for the work proposed is hereby requested.

- E. Screening and/or selection criteria as contained in this Request for Proposal.
 - F. **A specimen contract** in the form that the Engineer would propose if selected for the work proposed. The Town would prefer a document compatible with the EJCDC E-500 model (funding agency edition), **completely developed** to include this RFP, engineer's proposal documents, a clear scope of work and all contingencies (1) as a mechanism to ensure clarity of what is being proposed and to be approved (2) to expedite the acceptance/approval process.
 - G. Confirmation that the engineer has professional liability insurance and will name the Town as an additional insured upon contract award.
 - H. If the proposer is a DBE firm, include the appropriate documentation. If not, the proposer should provide an appropriate statement or statements as to how the firm intends to achieve compliance with federal laws and rules as required by the funding agency.
- 7.2 Trade secrets or proprietary information submitted by the proposer in connection with the procurement transaction may be protected from public disclosure under the Virginia Freedom of Information Act; however, the proposer must invoke the protections of the Code of Virginia prior to or upon submission of the data and/or other materials included in this proposal and must identify the data or other materials to be protected and state the reasons why protection is necessary. The Town prefers not to be in possession of such trade secrets or proprietary information.
- 7.3 As the Town desires to avoid startup costs for this work, the successful proposer will be expected to conduct an investigation of Town facilities, documents and plans on file, and other Town resources and opportunities immediately upon contract acceptance. A thorough initial review of the status of the 60 West project will be expected. Preparation of a written report as a result of this review phase of the contract will not be required.

8.0 PROJECT-SPECIFIC INFORMATION

- 8.1 This procurement process is intended to fulfill the requirements of the Virginia Department of Health relative to bid assistance, construction administration and on-call inspection services associated with an awarded DWSRF construction grant. However, it is possible that the Town will be awarded other projects in the near future and it is intended that work associated with those projects could be included in this procurement procedure. It is to be understood that any contract awarded pursuant this procurement process may be split between various proposers and/or extended to other work as best suits the interests of the Town of Amherst.
- 8.2 As of the RFP issue date, the anticipated scope of is expected to include support for the 60 West Water Line Replacement Project that is described below.

This project involves the replacement of approximately 6,800 LF of old 6” water distribution piping with new 12” water distribution piping from the traffic circle at S. Main Street along U.S. Route 60 West to E. Monitor Road (SR 689) then along E. Monitor Road to its intersection with Huff Creek Trail (SR 690). Funding for this project has been conditionally offered by the Virginia Department of Health. Designs for the project are being drawn under other contracts. The Town will require post-design services with a scope of work that is expected to involve:

- Assumption of an appropriate level of project leadership and some measure of responsibility for the Town meeting the project schedule to ensure actual availability of construction grant funds.
- Construction administration services for the 60 West Water Line Replacement Project per items A1.04, A1.05 and A1.06 and on-call inspection (but not resident inspection) of the EJCDC E-500 contract model.
- Integration of the selected Engineer’s cover sheet and Town of Amherst Standard Waterworks Details into base drawings provided by the project designers, and provision of the Standard Waterworks Details the Town of Amherst in a format editable by AutoCAD LT 2000, paper copy and pdf for posting on the Town’s web site prior to bid.
- On behalf of the Town of Amherst, ensure compliance with all VDH construction contractor procurement requirements such as MBE/WBE solicitation.
- Running the bid/bid tabulation and award recommendation process.
- Serve as the Town’s primary contact with the construction contractor.
- Provide added reasonable assistance to the selected construction contractor in obtaining all necessary permits and approvals including VDOT permits.
- Provide all usual and customary items normally provided by the Engineer that are required by VDH and VRA funding programs.
- Deliver as-built drawings to include assigned asset numbers compatible with other Town facilities on all features upon completion of construction. The Town will have all privileges to such as-built drawings and will not be subject to any copyright claims from the Engineer.
- Written recommendations on relief of the water connection moratorium in the 60-west service area which will be justified by knowledge of the Town’s water system and/or analysis of an updated water model.
- Integration of the new 60 West water pipe into the Town’s overall water asset inventory and mapping system.
- Minimal draws, with the first not to occur before the bid tabulation and award recommendation has been provided to the Town.

Reference Documents:

The following are available on the Town of Amherst web site at www.amherstva.gov:

- A. Town of Amherst 2009 Comprehensive Plan: General history, description and maps of the Towns water and sewer systems (see pages 65 and 84)
- B. Past years Comprehensive Annual Financial Reports (under Archives button)
- C. Annual Budgets (contained in June Town Council minutes under the Archives button)
- D. Town of Amherst utility detail sheets (under Forms button)
- E. Town of Amherst Town Code (See Chapter 17 for utility rules and regulations)
- F. Town of Amherst Zoning Map

The following are attached:

- G. Proposal Summary Sheet
- H. Representative Projects Sheet
- I. VDH funding letter
- J. Updated project schedule

Town of Amherst Engineering Services Proposal Project Summary

DATE SUBMITTED

Proposing Company

Company Name:

Street:

P.O. Box:

City, State, Zip:

Principal in Charge:

Street:

P.O. Box:

City, State, Zip:

Telephone:

Fax:

Mobile phone:

E-mail:

Project Manager:

Street:

P.O. Box:

City, State, Zip:

Telephone:

Fax:

Mobile phone:

E-mail:

Individuals and subcontractors that will be assigned
to the project and type of work performed by each:

Name

Type of Work

1

2

3

4

5

6

7

8

9

10

11

12

13

Total:

0%

Summary statement of project understanding and best reason(s) why proposer should be selected for the project.

Summary statement of the proposer's plan on meeting all federal requirements regarding employment and use of subcontractors (i.e. MBE/WBE requirements).

DATE SUBMITTED

Proposing Company

Town of Amherst Engineering Services Proposal

Drinking Water State Revolving Fund Projects

List all projects in the past five for which the proposing engineering firm has provided services that were funded by the DWSF:

[illegible]



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH OFFICE OF DRINKING WATER

Karen Remley, MD, MBA, FAAP
State Health Commissioner

J. Wesley Kleene, PhD, PE
Director, Office of Drinking Water

January 24, 2012

Madison Building
109 Governor Street, 6th Floor
Richmond, VA 23219
Phone: 804-864-7500
Fax: 804-864-7521

Subject: Amherst County
Water – Town of Amherst
Rt. 60 West Waterline Replacement
WSL – 26-12

Mr. Jack Hobbs, Town Manager
Town of Amherst
P.O. Box 280
Amherst, VA 24521

Post-It* Fax Note	7671	Date	1-24-12	# of pages	2
To	Jack Hobbs	From	Stew Pell		
Co./Dept.		Co.			
Phone #		Phone #	804-864-7489		
Fax #	434-946-2087	Fax #			

Re: 2012 Drinking Water Construction As
DWSRF Initial Offer

Dear Mr. Hobbs:

The Virginia Department of Health (VDH) has completed its preliminary analysis of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total funding package for your project to be \$1,214,000. The funding package was determined using information provided in your loan application and at the initial meeting.

The funding package consists of a \$607,000 loan at 3.0% interest for a term of 30 years with \$607,000 as principal forgiveness.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal/state funds to support the Virginia Drinking Water State Revolving Fund (DWSRF) Program,
- (2) New restrictions or conditions that the Environmental Protection Agency may require in the use of the SRF funds.

VDH VIRGINIA
DEPARTMENT
OF HEALTH
Protecting You and Your Environment
WWW.VDH.VIRGINIA.GOV

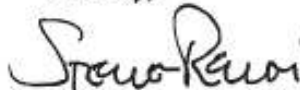
Mr. Jack Hobbs, Town Manager
January 24, 2012
Page 2

- (3) The approved Preliminary Engineering Report (PER) significantly changing the scope of the project as presented in your loan application,
- (4) Owner pursuing changes to an approved PER,
- (5) The financial estimates provided in your loan application changing,
- (6) Project readiness to proceed,
- (7) Owner's history of activities with the DWSRF Program,
- (8) Owner's progress to a timely closing according to a pre-negotiated construction schedule,
- (9) Owner obtaining user agreements from future water users in the project area,
- (10) Owner's ability to secure the loan,
- (11) Owner soliciting other lenders for parity on this new debt,
- (12) Owner following the DWSRF Program requirements, and
- (13) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures.

VDH reserves the right to by-pass any project that has not executed financial agreements or initiated construction within 12 months from the date of VDH's award letter. An acceptance of this funding offer reflects a commitment on your part to this requirement.

Please notify me in writing by February 10, 2012 at the address above of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal from this program. I can be contacted at (804) 864-7489.

Sincerely,



Steven D. Pellei, P.E., Director
Division of Construction Assistance, Planning & Policy

cc: J. Wesley Kleene, Ph.D., P.E., Director, Office of Drinking Water
J. Dale Kitchen, P.E., Project Supervisor, Lexington Field Office
Region 2000 Local Government Council
Kerry Gateley, M.D., M.P.H., C.P.E., District Health Director
Mitch Childrey, P.E., ODW Field Director, Danville Field Office
H. Kent Ware, Rural Development

CONSTRUCTION PROJECT SCHEDULE Amherst – entire waterline
FOR
VDH-OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Project Name: Town of Amherst -RT 60 West Waterline Replacement
 Prepared By: Tom Gray Wiley|Wilson Updated by Jack Hobbs on 2/9/2012

VDH Project Number: _____
 Date: 1-26-2012

ACTION		RESPONSIBLE	START DATE		COMPLETION DATE	
		PARTY	PLANNED	ACTUAL	PLANNED	ACTUAL
Note: Responsible Party is the person or firm to whom the task is assigned.						
This schedule includes key steps required to bring a project to Loan Closing.						
Several steps can be performed concurrently to expedite the overall process.						
Examples are the Environmental Review and Waterworks Business Operations Plan.						
	FUNDING APPLICATION & PROJECT MANAGEMENT					
1.	Obtain Governing Body approval for project.	Town	Jan 2011		2-9-11	
2.	Prepare and submit "Application for Construction Funds" and "Construction Project Schedule".	Town	Feb 2011		3-28-11	
3.	Designate local contact person responsible for project management; i.e., Recipient's Project Manager.	Town	Feb 2011		3-28-11	
4.	Attend Initial Meeting with VDH-FCAP staff.	Town and Engineer	2/24/2012			2/24/2012
5.	If extended, accept VDH-FCAP initial offer of project funding terms.	Town	2/2/2012			2/2/2012
	ENGINEERING					
6a.	Prepare Request For Proposal (RFP) for engineering services.	Town	2/13/2012			
6b.	Advertise for proposals.	Town	2/17/2012			
6c.	Evaluate proposals and conduct negotiations.	Town	3/1/2012			
6d.	Award contract to top ranked offeror.	Town	3/14/2012			
6e.	Sign contract.	Town	3/15/2012			
6f.	Submit engineer procurement information to VDH-FCAP Project Officer for approval.	Town	3/16/2012			
7.	Submit "Permit Application – Notification of Intent" to VDH-ODW Field Office.	Town	Complete			
8.	Attend Preliminary Engineering Conference at VDH-ODW Field Office.	Town & Engineer	Complete			
9a.	Preliminary Engineering Report (PER) -Start Preparation.	Engineer	Complete			Complete
9b.	Submit PER to VDH-ODW Field Office for approval and forward a copy to VDH-FCAP Project Engineer.		Complete			
	(Comments or approval is normally given to applicant by VDH-ODW Field Office within 45 days of receipt. If the VDH-ODW Field Office returns comments, the Project Schedule may need to be adjusted.)					
9c.	VDH-ODW Field Office approval of PER	VDH-ODW FO	Complete			1-4-11
10a.	Prepare Plans and Specifications (P & S). To Finish out of town design	Engineer	Jan 2012			
10b.	Submit P & S to VDH-ODW Field Office for approval and To Finish out of town design	Engineer	4/4/2012 per Wiley			
	forward a copy to VDH-FCAP Project Engineer.					
	(Comments or approval is normally given to applicant by VDH-ODW Field Office within 60 days of receipt. If the VDH-ODW Field Office returns comments, the Project Schedule may need to be adjusted.)	NOTE: Nov 2011 VDH approved design for in town part of	overall project			
10c.	VDH-ODW Field Office approval of P & S. - To Finish out of town design	VDH-ODW FO	May 16 2012		May 16 2012	

Approved By: Jack Hobbs
 Waterworks' Project Manager

Date: _____

CONSTRUCTION PROJECT SCHEDULE
FOR
VDH-OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Amherst – entire waterline

Project Name: Town of Amherst -RT 60 West Waterline Replacement
Prepared By: Tom Gray

VDH Project Number: _____
Date: 1-26-2012

ACTION	RESPONSIBLE	START DATE		COMPLETION DATE	
	PARTY	PLANNED	ACTUAL	PLANNED	ACTUAL
ENVIRONMENTAL REVIEW					
<i>Section 7 of the "Procedural Guidelines (PG) for Virginia Water Supply Revolving Fund Recipients" describes the Required procedures. A Categorical Exclusion (CE) normally takes 60-90 days and an Environmental Assessment (EA) normally takes 90-120 days. An Environmental Impact Statement (EIS) is not included in the steps below as it is rarely required.</i>					
11. Review PG #7 and determine type of review applicable for project. Discuss basis with VDH-FCAP Project Engineer.	Town	Feb 2012		Feb 2012	
12a. If a CE appears to be appropriate , forward a request for a CE to the VDH-FCAP Project Engineer. Include required supporting documentation.	Town	Feb 2012		Feb 2012	
12b. Coordinate the VDH-FCAP Project Engineers' site visit.	Town	Feb 2012		Feb 2012	
12c. VDH-FCAP Project Engineer sends comments.	VDH-FCAP	March 2012		March 2012	
12d. Respond to the VDH-FCAP Project Engineer's comments.	Engineer	March 2012		March 2012	
12e. If VDH-FCAP concurs with a CE, publish the Public Notice provided by VDH-FCAP and allow for a 30 day comment period. Ensure a copy of the completed Public Notice Verification Sheet is provided to VDH-FCAP Project Engineer. Perform procedures in accordance with instructions provided by VDH-FCAP Project Supervisor.	Town	April 2012		April 2012	
12f. If there are no significant adverse comments, the VDH-FCAP Division Director issues letter stating the environmental review requirement has been satisfied.	VDH-FCAP	May 2012		May 2012	
13a. If an EA is required, develop EA in accordance with PG #7.	XXXXXXXXXX				
13b. Forward a written request transmittal to all appropriate review agencies, and allow for a 30 day review and comment period.					
13c. Coordinate the VDH-FCAP Project Engineer's site visit.					
13d. Prepare EA after review agencies' written responses are received. EA must satisfactorily resolve any review agency comments.					
13e. Publish a Public Notice of public hearing at least 30 days prior to the date of the public hearing in accordance with PG #7. Ensure a copy of the completed Public Notice Verification Sheet is provided to the VDH-FCAP Project Engineer. The public hearing is held after the EA is completed.					
13f. Provide two copies of the following information to VDH-FCAP Project Engineer.					
-Copies of the review request transmittal letters to the review agencies.					
-Copies of review agency comments.					
-Response(s), as necessary, to the review agency comments.					
-A summary or record of the public hearing along with the verification of public notice for the hearing (if not previously provided by the newspaper).					
-EA or Revised EA (as appropriate).					

Approved By: Jack Hobbs
Waterworks' Project Manager

Date _____

Page 2 of 4
January 7, 2011

CONSTRUCTION PROJECT SCHEDULE
FOR
VDH-OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Amherst – entire waterline

Project Name: Town of Amherst -RT 60 West Waterline Replacement
Prepared By: Tom Gray

VDH Project Number: _____
Date: _____ 1-26-2012 _____

	ACTION	RESPONSIBLE	START DATE		COMPLETION DATE	
		PARTY	PLANNED	ACTUAL	PLANNED	ACTUAL
13g.	If USDA-Rural Development is a funding participant on the project, also send two copies of all items in 13f to them.					
13h.	VDH-FCAP Project Engineer sends comments.	VDH-FCAP				
13i.	Respond to the VDH FCAP Project Engineer's comments.					
13j.	If all comments are satisfactorily addressed, the VDH- FCAP Project Supervisor forwards a copy of the Finding of No Significant Impact (FONSI) Public Notice, a Public Notice Verification Sheet, an example transmittal letter, and instructions. Publish the Public Notice and allow for a 30-day comment period. Ensure a copy of the completed Public Notice Sheet is provided to the VDH-FCAP Project Engineer.					
13k.	If no significant adverse comments are received from the public, the VDH-FCAP Division Director issues clearance letter completing the environmental review.	VDH-FCAP				
WATERWORKS BUSINESS OPERATIONS PLAN (WBOP)						
<i>If required, coordinate process with the VDH-ODW Field Office.</i>		Assuming NA				
14a.	Prepare WBOP. Allow 120 days for preparation and approval.					
14b.	Submit WBOP to VDH-ODW Field Office for approval.					
14c.	Forward copy of WBOP to VDH-FCAP Project Officer.					
14d.	VDH-ODW Field Office approval of WBOP.	VDH –ODW FO				
OTHER REQUIREMENTS						
15.	For Parity issues prepare and submit required information to VRA and other lenders <u>120 days</u> prior to closing. Keep the VDH-FCAP Project Engineer informed of your progress.	Town	March 2012		April 2012	
16.	Obtain ownership to any land needed for the construction of the project. Immediately inform the VDH-FCAP Project Engineer of any complications which will delay the project.	NA				
17.	Obtain easements for land needed for construction of the project. Immediately inform the VDH-FCAP Project Engineer of any complications which will delay the project.	NA				
18.	Obtain funding approval from other lender if project is being co-funded. Forward copy of funding approval or denial to the VDH-FCAP Division Director.	NA				
19a.	Submit draft Water Users Agreement to VDH-FCAP Project Officer for approval.	NA				
19b.	Submit a signed Water Users Agreement and Certification to VDH-FCAP Project Officer for approval. Forward a copy of Certification to Virginia Resources Authority (VRA).	NA				
20a.	Respond to VRA's request for information needed for their completion of the Credit Summary.	Town	April 2012		April 2012	
20b.	VRA completion of Credit Summary.	VRA	May 2012		May 2012	
21.	VDH State Health Commissioner authorizes final funding terms and issuance of loan commitment letters.	VDH	June 2012		June 2012	

Approved By: _____ Jack Hobbs
Waterworks' Project Manager

Date _____

Page 3 of 4
January 7, 2011

CONSTRUCTION PROJECT SCHEDULE
FOR
VDH-OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Amherst – entire waterline

Project Name: Town of Amherst -RT 60 West Waterline Replacement
Prepared By: Tom Gray

VDH Project Number: _____
Date: _____ 1-26-2012 _____

	ACTION	RESPONSIBLE	START DATE		COMPLETION DATE	
		PARTY	PLANNED	ACTUAL	PLANNED	ACTUAL
22a.	VRA forwards Commitment Letter and initial draft of the Financing Agreement and Grant Agreement (if applicable).	VRA	June 2012		June 2012	
22b.	Execute and return Commitment Letter provided by VRA.	Town	June 2012		June 2012	
CONSTRUCTION BID						
23a.	Prepare draft Construction Bid documents to include required VDH contract inserts, and bid advertisement.	Engineer	April 2012		April 2012	
23b.	Submit draft Construction Bid documents and bid advertisement to VDH-FCAP Project Engineer for concurrence prior to bid advertisement.	Engineer	April 2012		April 2012	
23c.	VDH-FCAP approval of Bid documents.	VDH-FCAP	May 2012		May 2012	
23d.	Inform VDH-FCAP Project Officer and VRA of readiness to proceed with loan closing.	Town	May 2012		May 2012	
23e.	Advertise for bids - (close loan 6 weeks later).	Town & Engineer	May 2012		June 2012	
23f.	Tabulate bids.	Engineer	June 2012		June 2012	
23g.	Obtain MBE/WBE solicitation information from selected contractor prior to contract award.	Town & Engineer	June 2012		June 2012	
23h.	Forward bid tabulation and other required documents, to include MBE/WBE information, to VDH-FCAP Project Officer for procurement concurrence.	Engineer	June 2012		July 2012	
23i.	Inform VDH-FCAP Project Engineer of date and location of Preconstruction Conference at least two weeks prior to meeting.	Engineer	July 2012		July 2012	
LOAN CLOSING						
24.	Secure the services of a bond counsel to begin the loan closing process 90 days before the project is advertised for receipt of bids.	Town	Feb 2012		March 2012	
25.	Submit Project Budget to VDH-FCAP Project Officer at the initiation of the closing process.	Town & Engineer	June 2012		June 2012	
26.	Submit first Request for Disbursement to VDH-FCAP Project Officer two weeks prior to scheduled closing date.	Town	June 2012		June 2012	
27.	VDH approves loan closing.	VDH	July 2012		July 2012	
28.	Forward required closing documents to VRA.	Town & Bond Counsel	July 2012		July 2012	
29.	VRA approval of closing documents.	VRA	Aug 2012		Aug 2012	
30.	Closing Date - (6 weeks after bid advertisement).		Aug 2012		Aug 2012	
CONSTRUCTION						
Construction can begin prior to loan closing with prior approval of VDH-FCAP						
31.	Construction start date.		Aug 2012			
32.	Construction completion date.				March 2013	
					FY 12-13	

Approved By: _____ Jack Hobbs _____
Waterworks' Project Manager

Date: _____

Page 4 of 4
January 7, 2011